



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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September 30, 1990

4th Annual Interagency Depository Seminar Announced for May 1991

"Serving Your Community's Government Information Needs"

The 4th Annual Interagency Depository Seminar will be held in Washington, DC from May 6 through May 10, 1991. The seminar is being sponsored by eight agencies: the Bureau of the Census, the Bureau of Labor Statistics, the Copyright Office, the Office of the Federal Register, the Library of Congress, the National Technical Information Service, the Patent and Trademark Office, and the Government Printing Office. The overall theme of the seminar will be: "Serving Your Community's Government Information Needs." The week long seminar will consist of an overview of the various agencies' products and activities as they relate to Federal Depository Libraries.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered (see attached schedule of events). It is aimed at documents librarians with basic working experience in a depository environment. In the three years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$10.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose. Prospective attendees should complete the registration form on page 4 and mail it, along with a check for \$10.00 made out to "GPO Cafeteria Service," to GPO by January 31, 1991. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please write or call the chief, Depository Services, at (202) 275-1119.



4th Annual Interagency Depository Seminar

-Schedule of Events-

Sunday, May 5, 1991

There will be a very informal get together of seminar participants in the large meeting room of the St. James Hotel at 6:00 p.m. Librarians will be able to meet some colleagues and agency staff in an informal setting.

Monday, May 6

Library Programs Service

The Library Programs Service (LPS) of the Government Printing Office will host the first day of the seminar. LPS staffers will describe the process by which GPO acquires, classifies, catalogs, and distributes depository publications. Staffers will also discuss the responsibilities of Federal Depositories in the areas of free access, collection development, bibliographic control and depository promotion. There will be a comprehensive tour of the LPS facility and a question and answer period.

Bureau of Labor Statistics

The Bureau of Labor Statistics, Office of Publications will make a presentation on the agency's publications and services.

Tuesday, May 7

Census Bureau Seminar

Most of the Census Bureau's day will be devoted to a status report and product review of the 1990 Census of Population and Housing and of the 1987 Economic Census. The review will include information on the media in which these products will be issued and the release schedules for these products. The Census Bureau will also provide a description of user services activities related to the catalog, monthly product announcements, and monthly newsletter; publications and tape sales; CENDATA and online services, and the State Data Center and Business Industry Data Center Programs. Bureau staff will provide a variety of handouts and answer questions about the availability and uses of census data. Staff will demonstrate the use of Census data on a CD-ROM compact disk.

Wednesday, May 8

On Wednesday, both the Office of the Federal Register and the National Technical Information Service (NTIS) will each conduct half-day workshops. Participants will be able to attend both presentations.

Federal Register Workshop

This two and one half to three-hour workshop on the Federal regulatory system is presented by the Office of the Federal Register, National Archives and Records Administration. The workshop covers: the regulatory process, including the relationship between laws and regulations; the important elements of the Federal Register and the Code of Federal Regulations (CFR); a research problem using the finding aids of the Federal Register/CFR publication system; and an introduction to public participation in the rule making process.

NTIS Workshop

The half day NTIS workshop will focus on the NTIS mission and its products and services. It will include information on special user services, updates on selected products and services, and other special emphasis programs and products. Handouts will be provided and NTIS staff members will be available to answer questions.

Thursday, May 9

Intellectual Property Workshop

A full day workshop will cover the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees will learn to differentiate between three types of federal protection for intellectual property and the methods by which this information is accessed by the public. Special emphasis will be given to the Patent and Trademark Depository Library Program, a nationwide network of 69 libraries which receive copies of U.S. patents and play a significant role in the dissemination of patent information to the public. Publications and search methods, where applicable, will also be discussed.

Friday, May 10

Library of Congress Presentations

Friday's activities will be held at the Library of Congress (LC). There will be presentations on the Library Services Division of the Congressional Research Service (CRS); the Document Delivery Services and collections of federal documents in the Library of Congress. Tours of CRS and other areas of LC will also be offered.



All presentations during the seminar week will be held in the Carl Hayden Room of the main building of the Government Printing Office, the sole exception being Friday's Library of Congress program which will be held in the Madison Building of the Library of Congress. Presentations will begin promptly at 8:30 a.m. and will last until at least mid-afternoon. All participants are expected to attend all presentations.



Accommodations

As May is a peak tourist period for Washington, accommodations can be very hard to find. A block of suites has been reserved for the seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one half block from a Metro station. Attendees can take the Metro train to Union Station, which is about a block from GPO.

A complete suite (bedroom, kitchen, complete with china and cookware, and dining area) is available for \$105.00 per night for single or double and \$15.00 each for a third person. If you wish to reserve a suite at the hotel, you should call as soon as your seminar reservations are confirmed by GPO.

The phone number to the reservations desk at the St. James Hotel is (202) 457-0500. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, you may call John Tate at GPO: (202) 275-1109. Mr. Tate will try to match up roommates.



Registration Form

Mail to: Chief, Depository Services Staff
Library Programs Service (SLL)
U.S. Government Printing Office
Washington, DC 20401

Mail By: January 31, 1991

- ☐ I would like to attend the May 6-10, 1991 Interagency Depository Seminar.
- ☐ I need lodging and will contact the hotel directly.
- ☐ I have not previously attended a GPO sponsored seminar.
- ☐ Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service".

Please type or print clearly:

Name

Institution

Library/Office

Address

Telephone (include area code)

City/State/Zip Code

Public Printer Announces Depository Library Council Appointments

The Public Printer of the United States, Robert W. Houk, has named five new members to the Depository Library Council to the Public Printer. They are:

Gary T. Cornwell, Assistant Chairman, University of Florida Libraries,
Gainesville, FL;
Sandy Morton, Director of Government Relations, Special Libraries Association,
Washington, DC;
Robert Oakley, Director of Georgetown University School of Law Library,
Washington, DC;
Susan Tulis, Documents Librarian, University of Virginia, Charlottesville, VA., and
Mark Vonderhaar, Electronic Publishing Projects Manager, Congressional
Information Service, Bethesda, MD.

The Depository Library Council consists of 15 members of the library community who serve for a term of 3 years. The Council members, all appointed by the Public Printer, advise the U.S. Government Printing Office on matters relating to the Depository Library Program.

The Depository Library Program, which has over 1,390 designated libraries throughout the country, makes publications from the Federal Government available for the free use of the general public.



Additions to FAX Number Directory and Directory of Online Documents Catalogs

FAX Access to Depositories - AN-v11-#10

DL#	FAX #
0295	(612) 626-9353
0645	(206) 756-3670

Directory of Libraries with Online Documents Catalogs - AN-v11-#11

DL#:	0650-A	
Contact:	Jay W. Rea	Phone: (509) 359-7894
	Documents	System: OCLC Tape Load
	The Library M.S. 84	WSU/Software AG
	Eastern Washington University	
	Cheney, WA 99004	



Circum-Pacific Map Project Brings New Maps Into Depository Program

Through an agreement signed in April 1990 between the U.S. Geological Survey (USGS) and the Circum-Pacific Council for Energy and Mineral Resources, USGS will publish the remaining maps in the Council's Circum-Pacific Map Project. The first map to be published under this new agreement is the Natural Hazards Map of the Circum-Pacific Region, Pacific Basin Sheet (CP-35).

USGS shipped this map on its map shipping list #90-49, dated August 27, 1990. The map is distributed under item number 0619-G-08 and SuDocs class number I 19.91/2:CP-35.

The Council is an independent international organization. Previously published titles of the Circum-Pacific Map Project, which were not produced at U.S. government expense, are available from the American Association of Petroleum Geologists, Box 979, Tulsa, OK 74101.



DMA Hydrographic Catalog Changes

The Defense Mapping Agency (DMA) has simplified its ten unclassified Catalog of Maps, Charts, and Related Products, Part 2, Hydrographic Products (SuDocs class stems D 5.351/2:1/ through D 351/2:10/ and item numbers 0378-E-11 through 0378-E-20) into one volume. This new publication, entitled Catalog of Maps, Charts, and Related Products, Part 2, Hydrographic Products, Volume 1, Nautical Charts and Publications, will be published annually. As a result of DMA actions, SuDocs class stems D 5.351/2:2/ through D 351/2:10/ and item numbers 0378-E-12 through 0378-E-20 will be discontinued.

Updates to this consolidated catalog will be published as a Catalog of Maps, Charts, and Related Products, Part 2, Hydrographic Products, Quarterly Bulletin (SuDocs class stem D 5.351/2-2: and item number 0378-E-11) and in the weekly Notice to Mariners (SuDocs class stem D 5.315: and item number 0379-A) as appropriate.

There will be no item number survey. LPS will merge depository selections of item numbers 0378-E-11 through 0378-E-20 into item number 0378-E-11. The September List of Classes will reflect these changes. DMA will ship the new catalogs directly to the depository libraries.



Some USGS Map Classes Changed

The Library Programs Service (LPS), with the concurrence of the U.S. Geological Survey (USGS), has consolidated four Superintendent of Documents (SuDocs) class stems and their corresponding item numbers for the State Map Series. The class stems and item numbers affected are I 19.102: and 0619-H-01 to 53; I 19.103: and 0619-J-01 to 53; I 19.104: and 0619-K-01 to 53; and I 19.105: and 0619-L-01 to 53. They will be reduced into one class stem, I 19.102:, and item numbers 0619-H-01 to 53. As there is no U.S. Summary for the State Map Series, item number 0619-H-52 will be discontinued.

There are a number of reasons for this action:

1. Some states do not have three types of maps, topographic, planimetric, and shaded relief. If the depository librarian selects the shaded relief item number only, the library may end up without receiving any state map for a particular state.
2. The map reference code is used in the SuDocs class to differentiate each map. It is printed on the map in the lower right hand corner. One SuDocs class stem will eliminate the confusion over which map belongs to which SuDocs class.
3. LPS staff who classify the maps will be able to expedite the classification process.
4. One item number will permit easier map distribution for the USGS Distribution Center in Denver, CO.
5. Many map depositories do not file maps by SuDocs number. Map sheets are interfiled alphabetically by state and quadrangle. Using Pennsylvania as an example, the new arrangement follows:

Title	Class Number
State planimetric (SP) map, scale 1:500,000 (500)	Old: I 19.102:40076-C8-SP-500-00 New: I 19.102:40076-C8-SP-500-00
State topographic (ST) map, scale 1:500,000 (500)	Old: I 19.103:40076-C8-ST-500-00 New: I 19.102:40076-C8-ST-500-00
State shaded relief (SR) map, scale 1:500,000 (500).	Old: I 19.104:40076-C8-SR-500-00 New: I 19.102:40076-C8-SR-500-00
State planimetric (SP) map, scale 1:1,000,000 (01M)	Old: I 19.105:40076-C8-SP-01M-00 New: I 19.102:40076-C8-SP-01M-00

An exception to the above maps scales is Alaska, which has Series A Base map, scale 1:5,000,000; Series B Base and Topographic maps, scale 1:1,584,000; Series C Base map, scale 1:12,000,000; and Series E Base map, scale 1:2,500,000; Shaded Relief map, scale 1:2,500,000; and Conservation System Areas maps, scale 1:2,500,000 and 1:5,000,000.

There will be no item number survey. LPS will merge the existing selections of depository libraries into the new item number arrangement. The September List of Classes will reflect these changes. Beginning October 1, 1990, USGS will ship the State Map Series under item numbers 0619-H-01 to 53.



Requesting a Cataloging Change?

The Library Programs Service is committed to providing the highest quality cataloging, whether in the Monthly Catalog or on the GPO Cataloging Tapes. To this end, Cataloging Branch personnel are working closely with depository librarians, OCLC, the Library of Congress, and the various vendors to correct any problems in GPO records which come to our attention. However, because LPS has no permanent collection, the Cataloging Branch staff no longer has access to the publications once cataloging has been completed. This means that requests for changes to GPO cataloging records must be accompanied by supporting evidence before LPS can act on the request.

Cataloging changes should be requested by using the Depository Library Inquiry Form (GPO Form 3794). Photocopies of pertinent supporting evidence, such as the shipping list, the publication's cover or title page, bibliographic utility printout, Monthly Catalog citation, etc., should be appended. If the change requested concerns the relationship to another publication in the library's collection, similar information should be provided for the related publication. All cataloging change requests should be mailed to:

U.S. Government Printing Office
Chief, Cataloging Branch
Library Programs Service (SLLC)
Washington, DC 20401

Phone: (202) 275-1121 FAX: (202) 275-7434





United States Government Printing Office
Washington, D.C. 20401

August 17, 1990

Dear Depository Librarian:

The Library Programs Service (LPS) has been apprised by the U.S. Customs Service that two of its publications were distributed to depository libraries in error. Both of these titles, Inspector Rate Book and ACS Entry Summary Selectivity Handbook are "required for official use only for strictly administrative or operational purposes" under provisions of 44 U.S.C. 1902.

Descriptive information on the first title:

Title: Inspector Rate Book
Shipping list number: 89-0085-M
Shipping list date: February 2, 1989
Item number: 0950
SuDoc number: T 17.2:In 7

Descriptive information on the second title:

Title: ACS Entry Summary Selectivity Handbook
Shipping list number: 90-0343-P
Shipping list date: June 8, 1990
Item number: 0950-A
SuDoc number: T 17.5/2:Se 4/2

I am requesting that you immediately withdraw these two U. S. Customs Service publications and destroy them by any means that will prevent disclosure of their contents. Both LPS and the issuing agency regret any inconvenience resulting from the shipment of these "official use only" publications.

Sincerely,

A handwritten signature in dark ink, reading "Donald E. Fossedal", is written over a horizontal line.

DONALD E. FOSSEDAL
Superintendent of Documents

Update to the List of Classes

Date 8-22-901990-11Page 1 of 4

Class no.	Item no.	Change/Notice
A 13.91:	0080-D	Current Information Reports (P), is no longer being published and will no longer be sent to depository.
A 1.141:	0090-B	Issue Bulletin (P), will be added to item number 0090-B.
C 3.158:M33E	0142-A	Current Industrial Reports, Nonferrous Casting, is no longer being published and will no longer be sent to depository.
D 1.94:	0434-B-01	Strategic and Critical Materials Report to the Congress (semiannual) (MF), replaces the class formerly, FEM 1.12:. The item number will remain 0434-B-01.
D 101.66/2-2:	0329-B	Translog (monthly) (P), the frequency has changed to quarterly.
D 301.26/2:	0424-I	Air University Library Index to Military Periodicals, format has changed to (MF).
D 301.45/14-2: 0-2/	0421	Numerical Index of AFSC Publications (quarterly)(P), will be added to item number 0421.
E 3.41:	0435-L	Energy Fact Sheet (irregular)(P), is no longer being published.
GP 3.21:	0555-A	Publications Announcement (P), is no longer being published and will no longer be sent to depository.
GP 3.22:	0552	List of Publications, is no longer being published and will no longer be sent to depository.
GS 11.9/3:	0580-B-01	Federal Consumer Focus, is no longer being published and will no longer be sent to depository.
HE 20.3189:	0507-G-18	Office of the Director, Annual Report (MF), will be added to item number 0507-G-18.

Update to the List of Classes

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Class no.	Item no.	Change/Notice
HH 1.40/2:	0581-E-01	HUD International Brief, is no longer being published, and will no longer be sent to depository.
HH 1.40/3:	0581-E-01	HUD International Supplements, is no longer being published, and no longer will be sent to depository.
HH 1.40/4:	0581-E-01	Soco-Physical Technology, is no longer being published, and will no longer be sent to depository.
J 1.1/2-2:	0717-C-06	LEAA Activities (annual), is no longer being published, and will no longer be sent to depository.
J 1.7:	0719	Register, is no longer being published, and will no longer be sent to depository.
J 1.14/1:	0721-A	FBI Annual Report, is no longer being published, and will no longer be sent to depository.
J 1.15/1:	0717-C-02	Parole Board Annual Report, is no longer being published, and will no longer be sent to depository.
J 1.20/4:	0717-Q	NCJRS Document Loan Program Document List, is no longer being published, and will no longer be sent to depository.
J 1.36:	0717-D	PR National Criminal Justice Information and Statistics Service, is no longer being published, and will no longer be sent to depository.
J 1.52:	0717-B-03	PROMIS Research Project Publications, is no longer being published, and will no longer be sent to depository.
J 1.99:	0722-B	Posters (P), will be added to item number 0722-B.

Update to the List of Classes

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Class no.	Item no.	Change/Notice
J 21.14:	0723-B	Citizenship Day and Constitution Week Bulletin (annual), is no longer being published, and will no longer be sent to depository.
J 24.14:	0968-D	SCID-TR (series), is no longer being published and will no longer be sent to depository.
Ju 3.9:	0730	Court of Claims Reports, is no longer considered a government publication in accordance with Title 44 U.S.C. Section 1901. This publication will no longer be sent to depository.
Ju 10.16:	0717-Y-01	Report on the Implementation of Title 1 and Title 2 of the Speedy Trial Act of 1974 (annual), is no longer being published and will no longer be sent to depository.
L 36.18:	0746-C-09	Longshore and Harbor Workers Compensation Act, Annual Report on Administration of the Act During Fiscal Year, (MF), will be added to item number 0746-C-09.
LC 18.	0823-A	Library of Congress Union Catalog Division has been discontinued.
LC 29.	0818-B 0818-B-02	Library of Congress Readers' Service has been discontinued.
NAS 1.48:	0830-H-07	Landsat, U.S. Standard Catalog has been discontinued. This item number remains in good standing for other publications under this item number.
NAS 1.63:	0830-K-02	Upper Atmospheric Programs Bulletin has been discontinued.
NS 1.22/2:	0834-T	Title has changed to National Patterns of R&D Resources.
T 17.16/2:	0950-F	Customs Trade Quarterly (P), will be added to item number 0950-F.

Update to the List of Classes

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<u>Class no.</u>	<u>Item no.</u>	<u>Change/Notice</u>
T 17.6/3-6:	0948-A-01	Classification Rulings and Decisions Index Harmonized Tariff Schedules of the United States of America (MF) (quarterly), will be added to item number 0948-A-01.

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